

Guide to the Revenue Sharing Program

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~~Resident Engineer~~

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or

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VIRGINIA DEPARTMENT OF TRANSPORTATION
LOCAL ASSISTANCE DIVISION
MEMORANDUM

GUIDE TO THE
REVENUE SHARING PROGRAM

(Chapter 280)

This revised document provides a comprehensive summary of the Revenue Sharing Program as established by the *Code of Virginia* and as governed by the policies of the Commonwealth Transportation Board. It is intended to serve as a reference for local jurisdictions and VDOT staff in preparation and disposition of applications for program funding.

This document defines eligible projects, summarizes funding limitations, and describes the roles of the parties involved in the application and approval process. [Sections 24 VAC 30-280-10 through 24 VAC 30-280-80 are part of the Virginia Administrative Code. The appendices in this publication include the enabling legislation, associated forms, and procedural information for the convenience of the user.](#)

All previous instructions regarding administrative procedures for Revenue Sharing projects are hereby superseded.

GUIDE TO THE REVENUE SHARING PROGRAM

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GUIDE TO THE REVENUE SHARING PROGRAM

I. PURPOSE (24 VAC 30-280-10) changed to section 20 – moved below definitions

The “Revenue Sharing Program” provides additional funding for use by a county, city, or town to construct, maintain, or improve the highway systems within such county, city, or town and eligible additions in certain counties of the Commonwealth. Locality funds are matched with state funds, with statutory limitations on the amount of state funds authorized per locality.

The program is administered by the Department of Transportation, in cooperation with the participating localities, under the authority of Section 33.1-23.05 of the *Code of Virginia*. An annual allocation of funds for this program is designated by the Commonwealth Transportation Board.

Application for program funding must be made by resolution of the governing body of the jurisdiction in which the road is located. If a locality is requesting funds for a road outside its jurisdiction, concurrence from the affected jurisdiction must be provided. Towns not maintaining their own streets are not eligible to receive revenue sharing funds directly; their requests must be included in the application of the county in which they are located. Project funding is allocated by resolution of the Commonwealth Transportation Board. Construction may be accomplished by the Department of Transportation or, where appropriate, by the locality under an agreement with the Department.

II. DEFINITIONS (24 VAC 30-280-20) moved to beginning and renumbered to section 10

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

A. Construction ~~Improvements~~ Projects refers to projects which usually require more than one fiscal year to complete, and which change or add to the characteristics of a road, facility, or structure.

B. Eligible Project means work including construction, improvement, maintenance, and eligible street additions costs to which revenue sharing funds are available.

Moved to eligible work.

C. Maintenance means activities involved in preserving or restoring the roadway, facility, or structure to its original condition, as nearly as possible.

D. Matching Funds means funds provided by the Commonwealth which are allocated to eligible items of work in participating localities to supplement, on a dollar-for-dollar basis, the locality’s contribution for eligible projects.

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Deleted: **A. Budget Item Number,** means a multi-digit code that identifies work to be completed; it is used for minor activities that are usually done in one year. (See term “incidental improvements”). The usual format for a budget item number is rrrr-ccc-RS,yy, where rrrr is the four-digit route code, ccc is the three digit locality code, and yy represents the last two digits of the fiscal year in which an allocation to the improvement is made.¶

¶

¶

<#>C. “...County Primary and Secondary Road Fund”, means the designation given to the fund used to finance the specially funded program developed by the county government and the Department of Transportation subject to approval by the Commonwealth Transportation Board. This is more commonly referred to as the Revenue Sharing Program.¶

¶

D. Incidental Improvements, means any operation, usually constructed within one year, which changes the type, width, length, location, or gradient of a road, facility, or structure; or the addition of features not originally provided for such road, facility, or structure.

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E. **Project Number** means a multi-digit alphanumeric code which identifies work to be completed; it is used in conjunction with construction. The usual format for a project number is rrrr-ccc-sss, Jnnn, where rrrr is the four-digit route code, ccc is the three-digit locality code, sss is a three-digit section code, J is the phase identifier, and nnn is the job number.

○ ~~Moved to eligible work.~~

F. Revenue Sharing Fund means the designation given to the fund used to finance the specially funded program developed by the local government and the Department of Transportation subject to approval by the Commonwealth Transportation Board.

○ ~~Moved to eligible work.~~

G. Rural Addition means any street eligible for addition into the secondary system of state highways under Section 33.1-72.1 of the *Code of Virginia*.

○

H. Six-Year Plan means either the Six Year Improvement Program for Interstate, Primary, and Urban Systems, developed by VDOT and the Commonwealth Transportation Board; or the Secondary Six-Year Plan, the official listing of improvements to be constructed on the secondary system, which is developed jointly by the Virginia Department of Transportation (VDOT) and the county governments (Section 33.1-70.01, of the *Code of Virginia*).

I. System of State highways means the primary or secondary roads under the ownership, control or jurisdiction of VDOT. It also means roads in the urban system under the control of the locality.

J. VDOT Manager is the department employee responsible for the administration of the revenue sharing program for that locality. For counties, the VDOT manager is usually the local Residency Administrator unless otherwise indicated. For cities and towns maintaining their own streets the VDOT manager is the Urban Program manager for that locality.

Deleted: G. New Hardsurfacing (Paving), means the first-time paving of a previously unpaved roadway; usually composed of a multiple course asphalt surface treatment. In order for a road to be eligible for paving, it must meet the minimum traffic volume criteria of 50 vehicles per day (VPD)

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Deleted: H. New Roadway, means the establishment of a new facility to be part of the primary or secondary system of state highways. In order for a new roadway to be eligible for Revenue Sharing funding, it must be a part of a locally adopted plan such as the County Comprehensive Plan or must be expected to divert sufficient traffic from existing public roads so that those roads will not need to be improved in the foreseeable future.

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Deleted: I. Plant Mix, means an asphalt-based compound used in highway construction and maintenance. For a road to be eligible for plant mix, it should:

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<#>* be a major secondary and serve as a major transportation facility in the locality; and¶
<#>* be classified as "tolerable" in accordance with established standards for such determination.¶
* have an Average Daily Traffic (ADT) of 500 or greater¶
<#>J. Project (Eligible), means work including construction, improvement, maintenance, and additions costs.¶
¶

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III. ELIGIBLE WORK (24 VAC 30-280-30)

The Revenue Sharing Program may be used to finance eligible work on highway systems within a locality. The Revenue Sharing Program is intended to provide funding for relatively small, immediately needed improvements or to supplement existing projects. Funds are normally expected to be used in the same fiscal year they are received.

Below is a list of work that could be considered eligible for Revenue Sharing financing.

A. Deficits on Completed VDOT Administered Construction or Improvement Projects

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When a project is completed with a deficit, the locality may request that the deficit be financed by the Revenue Sharing Program provided the locality is willing to contribute one half of the deficit as its portion.

B. Supplemental Funding for Projects Listed in the Adopted Six-Year Plan and Ongoing Construction or Improvement Projects

When the appropriate VDOT manager or locality anticipates the cost to complete a project will exceed the financing currently committed to this work, the locality may request that the anticipated deficit be financed by the Revenue Sharing Program provided the locality is willing to contribute one half of the anticipated deficit as its portion.

~~C. (combined with B)~~ When the appropriate VDOT manager anticipates allocations (in addition to those proposed in the adopted Six-Year Plan) will be required to completely finance a project, the locality may request permission to provide one half of such additional financing with the remaining one half provided by state matching funds. This includes, but is not limited to, such things as signalization, additional preliminary engineering, or acquisition of additional right-of-way. This procedure may be utilized to accelerate the funding of a project and thereby permits its completion earlier than otherwise would have been possible.

C. Construction Projects not included in the Adopted Six-Year Plan

When the appropriate VDOT manager believes that the work may be eligible for program funding, the locality may request one half the funds to construct a project not currently in the Six-Year Plan. However, in such cases, the locality funds, together with the state matching funds, should finance the entire estimated cost of the project within the fiscal year involved. A PE only project can be established provided it is fully funded.

D. Improvements (Incidental)

Any operation, usually constructed within one year, which changes the type, width, length, location, or gradient of a road, facility, or structure; or the addition of features not originally provided for such road, facility, or structure. Incidental improvements are not generally included in the Six-Year Plan. This includes, but is not limited to sidewalks, trails, curb and gutter installation, plant mix placement on an existing hard surfaced road, or traffic signal installation.

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E. Improvements Necessary for the Acceptance of Specific Subdivision Streets Otherwise Eligible for Acceptance into the System for Maintenance

The improvements (widening, surface treating, etc.) necessary for the acceptance of certain subdivision streets otherwise eligible under Section 33.1-72.1, *Code of Virginia*, known as Rural Additions, for acceptance into the secondary system of state highways may be funded by the Revenue Sharing Program. Roads in cities and towns are not eligible as additions to the urban system under 33.1-72.1.

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Available project funding . . = \$100,000
Actual Deficit . . = \$ 20,000

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State match . . . = \$ 10,000
Revenue Sharing Funding . . = \$ 20,000

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Estimated cost . . = \$150,000
Estimated Deficit . . = \$ 50,000

County participation . . = \$ 25,000
State match . . . = \$ 25,000
Revenue Sharing Funding . . = \$ 50,000

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F. Unprogrammed Maintenance Whose Accomplishment is Consistent with the Department's Operating Policies

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Examples of this type of work include normal maintenance replacement activities such as guardrail replacement, plant mix overlays, sidewalks and curb & gutter repair.

G. New Hardsurfacing (Paving),

The first-time paving of a previously unpaved roadway; usually composed of a multiple course asphalt surface treatment may be funded by the Revenue Sharing Program. Only roads in the state secondary system are eligible to use revenue sharing funds for new hardsurfacing. Urban system roads in cities and towns are not eligible.

H. New Roadway

Revenue Sharing funds may be used to establish a new facility to be part of the system of state highways. In order for a new roadway to be eligible for Revenue Sharing funding, it must be a part of a locally adopted plan such as the locality's Comprehensive Plan and must be expected to divert sufficient traffic from existing public roads so that those roads will not need to be improved in the foreseeable future. Projects may also need to be included in the regional Constrained Long Range Plan in air quality non-attainment areas.

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Process moved to appendix B.

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¶ Application for Revenue Sharing funding may be made only by the governing body of the county or the City of Suffolk in which the road is located. The following process describes the steps which occur in determining the funding available for each participating locality to finance eligible projects.¶

¶ <#>VDOT's director of local assistance sends a letter inviting all county governments to participate in the Revenue Sharing Program for the coming fiscal year.¶

¶ The County Government determines its intent to participate in the program, and the amount of county funds to be provided. The County Government and appropriate Resident Engineer or local Primary Engineering Manager jointly prepare a prioritized plan to recommend assignment of requested funds to eligible projects.

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IV. APPLICATION (24 VAC 30-280-40)

Requests for Revenue Sharing funding within a locality must be made by resolution of the governing body of the locality in which the road is located. The application package must include the resolution, the detailed designation of funds form and the summary designation of funds form. Localities requesting funds for a road in another locality must provide a letter of concurrence from the locality where the road is located. Towns not maintaining their own streets may not directly apply for Revenue Sharing funds but may include their requests as part of the package submitted by the county in which they are located.

V. APPROVAL (24 VAC 30-280-50)

Upon receipt of the requests, VDOT's Local Assistance Division reviews the application from each locality for eligibility. Once the localities' requests are found to be acceptable, the Local Assistance Division will prioritize the requests as delineated in Section 33.1-23.05.B of the Code of Virginia. Priorities for funding are divided into four tiers. Tier one will be fully funded before any funds are available for tier two, tier two will be fully funded before funding is available for tier three, etc. If funds are depleted in the first tiers, no further funds will be available.

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- Tier one provides funding when the governing body commits more than \$1 million in general funds for a \$1 million match for revenue sharing projects. The total amount of the locality's requests is the basis for considering tier one funding. If locality requests in tier 1 exceed available revenue sharing funds for the year, localities' requests will be prioritized based on the amount of local funds committed above the matching funds. In the case of a tie, funds for those localities will be prorated. For example, if four localities commit \$1.1 million but only \$3 million remains in the Revenue Sharing Fund, each of the four localities will receive \$750,000.

For tiers two through four, projects will be prioritized individually. For tiers two through four, if requests within a tier exceed available revenue sharing funds, all projects within that tier will be prorated based on the total requests for that tier.

- Tier two provides funding when the project is administered by the city, county, or town. Local administration must include all remaining phases of the project. IF the project is changed to VDOT administration, the project will be reevaluated for tier assignment and fund availability may be affected
- Tier three projects may receive funds when the allocation will accelerate an existing project in the Six-Year Improvement Program or the locality's capital plans. To qualify for tier three, unscheduled projects must move into the 24 month advertisement schedule. For projects in the localities capital plan, the locality must provide documentation of an established advertisement date and show that revenue sharing funding will be able to advance the advertisement date. A project will also qualify for tier three if the addition of revenue sharing funds will keep the project advertisement date on schedule.
- And from any funds remaining, any other requests that has a matching allocation from the governing body. These projects are considered tier four projects.

Based on the project priorities, the Local Assistance Division develops the Statewide Program for submission to the Commonwealth Transportation Board for approval. The Local Assistance Division will review with other divisions as necessary and appropriate.

The Commonwealth Transportation Board approves the Statewide Program, including allocations to specific projects in each locality's request. The Commonwealth Transportation Commissioner may approve transactions, such as locality state agreements, for Revenue sharing projects prior to Commonwealth Transportation Board approval; however, no state funds may be expended on such projects until approval by the Board and no project work should be conducted, prior to approval by the Board, for which reimbursement from the Revenue Sharing Program is expected.

VI. *Process moved to appendix F.*

VI. IMPLEMENTATION (24 VAC 30-280-60)

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Upon Commonwealth Transportation Board approval of the statewide program, development of the individual projects begins. The state matching funds for the approved projects are reserved and placed in a special account. Projects may be developed and constructed by VDOT or the locality.

A. VDOT Administered Work

VDOT will request payment from the locality for its share of the estimated cost of work to be performed; the money is collected prior to the beginning of work. After the project is completed, VDOT can make final billing to the locality for its share of the actual costs incurred, in excess of those provided at the beginning of the project. If the locality's share of the actual cost is less than the estimated cost, the difference will be refunded to the locality or the locality may transfer the remaining funds to another existing Revenue Sharing Project as noted in section 24 VAC 30-280-70.

If a Local Government wishes to cancel a project begun under the Revenue Sharing Program during the Preliminary Engineering (PE) or Right of Way (RW) phases but prior to the Construction (CN) phase, it may do so by resolution of the local governing body. The Department retains the sole option to require reimbursement by the locality of all State matching funds spent from the time the project was begun until it is canceled.

If the project does not begin before the end of the fiscal year involved, the locality must pay the Department its share, or certify that the money is held in a special fund account specifically earmarked for the project or projects. This must occur by April 1 of the fiscal year or monies will be returned to the general revenue sharing fund and made available for supplemental funding.

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B. Locally Administered Work

VDOT has published a Guide for Local Administration of VDOT projects that provides general guidance for locally administered projects. This guide is available on the Local Assistance Division webpage on the VDOT website. The Local Assistance Division, working with the appropriate project coordinator will prepare locality/state agreements that govern the performance of work administered by the locality. The agreement must be executed by both the locality and VDOT prior to incurring any cost to be financed from the Revenue Sharing Program. Locality/state agreements must be executed or VDOT must receive a certification that the funds are in a special account by April 1; otherwise monies will be returned to the general revenue sharing fund and made available for supplemental funding.

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¶ The following process describes the steps which occur in the implementation of the Revenue Sharing Program, beginning with the approval by the Commonwealth Transportation Board and ending with the payment by the county and subsequent state match.¶

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Once the project begins, the locality may submit monthly invoices to VDOT for eligible costs incurred. If a locality has committed funds in addition to the required matching funds for their total application (Tier one), those extra local funds should be spent prior to any Revenue Sharing matching funds. After all work is completed, the locality makes a final billing to VDOT for its share of the actual eligible costs incurred. If the actual cost is less than that provided by the agreement, the difference may be reassigned to another Revenue Sharing project in the locality, or, if the locality desires, refunded to the VDOT Revenue Sharing account.

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If a Local Government wishes to cancel a locally administered project begun under the Revenue Sharing Program before it is completed, it may do so by resolution of the local governing body. The Department retains the sole option to require reimbursement by the locality of all State matching funds spent from the time the project was begun until it is canceled.

VII. TRANSFER OF FUNDS (24 VAC 30-280-70)

Transfer of funds to an existing project

The County Administrator or City/Town Manager may request funds be moved from one revenue sharing project to another existing revenue sharing project in order to provide additional funds. Revenue Sharing funds may also be transferred to an existing project in the Six Year Improvement Program or Secondary Six Year Plan if needed to meet the approved federal obligation schedule or to ensure a scheduled ad date can be met if approved by the Commonwealth Transportation Board. Included in the request must be the detailed reasons for the request and status of both projects.

VIII. ADDITIONAL ALLOCATIONS (24 VAC 30-280-80)

No more than three months prior to the end of any fiscal year in which less than the total provided appropriation has been allocated from state funds under Section 33.1-23.05 [F] of the Code of Virginia, those localities committing more than \$1,000,000 may be allowed an additional allocation. The difference between the amount allocated and the amount appropriated shall be allocated at the discretion of the Commonwealth Transportation Board among the localities receiving the maximum allocation.

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¶ One month prior to the end of any fiscal year in which less than the total provided appropriation has been allocated from state funds under Section 33.1-75.1 [D] of the Code of Virginia, those counties requesting \$500,000 may be allowed an additional allocation. The difference between the amount allocated and the amount appropriated shall be allocated at the discretion of the Commonwealth Transportation Board among the counties receiving the maximum allocation.¶

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Special funds for systems in certain counties¶

A. From, and as a first priority of, annual allocations of state funds for the maintenance, improvement, construction, or reconstruction of the systems of state highways, the Commonwealth Transportation Board shall make an equivalent matching allocation to any county for designations by the governing body of up to twenty-five percent or \$500,000, whichever is greater, of funds received by it during the current fiscal year pursuant to the State and Local Fiscal Assistance Act of 1972, hereinafter referred to as "revenue sharing funds," for use by the Commonwealth Transportation Board to construct, maintain or improve the primary and secondary highway systems within such county. Such funds appropriated by the Commonwealth Transportation Board and such federal revenue sharing funds shall be placed in special fund accounts of the Board and county, respectively, both to be known as the "..... County primary and secondary road fund," and shall be used solely for the purposes of either (i) maintaining, improving or constructing the primary and secondary highway systems within such county, or (ii) bringing subdivision streets, used as such prior to July 1, 1990, up to standards sufficient to qualify them for inclusion in the state primary and secondary system of highways. The governing body may place an equivalent amount from county general funds in such fund in lieu of such federal revenue sharing funds. After due consultation and exchange of recommendations with the Board, the governing body of such county shall determine what portion of such funds shall be used for construction, and what portion for maintenance or improvement, of primary and secondary roads in [... [5]

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Appendix A - SECTION 33.1-23.05 OF THE CODE OF VIRGINIA

33.1-23.05. Revenue-sharing funds for systems in certain counties, cities, and towns.

A. From annual allocations of state funds for the maintenance, improvement, construction, or reconstruction of the systems of state highways, the Commonwealth Transportation Board shall make an equivalent matching allocation to any county, city, or town for designations by the governing body of up to \$1 million in county, city, or town general funds for use by the county, city, or town to construct, maintain, or improve the highway systems within such county, city, or town. After adopting a resolution supporting the action, the governing body may request revenue-sharing funds to construct, maintain, or improve a highway system located in another locality or to bring subdivision streets, used as such prior to July 1, 1992, up to standards sufficient to qualify them for inclusion in the state primary and secondary system of highways.

B. The allocation of funds to localities shall be only for the purposes set forth in subsection A and shall be (i) first when such governing body commits more than \$1 million in general funds for such purpose; (ii) second when such project is administered by the city, county, or town; (iii) third when the allocation will accelerate an existing project in the Six-Year Improvement Program or the locality's capital plans; and (iv) from any funds remaining, any other request that has a matching allocation from the governing body.

C. The Department will contract with the county, city, or town for the implementation of the project or projects. Such contract may cover either a single project or may provide for the locality's implementation of several projects during the fiscal year. The county, city, or town will undertake implementation of the particular project or projects by obtaining the necessary permits from the Department of Transportation in order to ensure that the improvement is consistent with the Department's standards for such improvements. If administered by the Department, such contract shall also require that the governing body pay to the Department within 30 days the local revenue-sharing funds from its general fund upon written notice by the Department of its intent to proceed.

D. Up to one-half of any local government's contributions under this section may take the form of proffers accepted by the locality and deposited into their general fund.

E. Total Commonwealth funds allocated by the Board under this section shall not exceed \$50 million in any one fiscal year.

F. No more than three months prior to the end of any fiscal year in which less than \$50 million has been allocated by the Board to specific governing bodies, those localities requesting more than \$1 million may be allowed an additional allocation. The additional allocation shall be at the discretion of the Commonwealth Transportation Board among the localities receiving the maximum allocation under subsection A.

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Appendix B - APPLICATION PROCESS (MOVED FROM SECTION IV)

1. VDOT's Director of Local Assistance sends a letter inviting all qualifying local governments to participate in the Revenue Sharing Program for the coming fiscal year.
2. The Local Government determines its intent to participate in the program, and the amount of local funds to be provided. The Local Government and appropriate VDOT manager jointly prepare an application to recommend assignment of requested funds to eligible projects. This application should:

* list what is to be included for each project (example: length of road, width of road, estimated cost, etc.);

* list projects in the locality's priority order;

* identify who will administer each phase of each project

* include a resolution from the governing body of the locality. A town not maintaining its own streets must submit their request with the county in which they are located.

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While there is no limit on the amount of funds the locality may contribute, the amount of funds eligible for State matching funds may not exceed the statutory limitation. Designation of funds forms found in Appendices C and D should be used for the prioritized list and project details.

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3. The appropriate VDOT manager submits the detailed application, developed in Step 2 of the process with recommendations to the Local Assistance Division, with a copy to the appropriate District Administrator.

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The application must be received by the date specified in the invitation letter.

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4. VDOT's Local Assistance Division reviews the submitted applications, and notifies the appropriate VDOT manager of the amount of state matching funds available for use on specified projects in their localities, subject to the approval of the Commonwealth Transportation Board.

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Appendix D – DETAILED PROJECT INFO

Rev. 4/10/2006

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PROJECT DETAIL – Designation of Funds Form FY06/07 Revenue Sharing Program

Locality
District Residency

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PROJECT INFORMATION

Rev Sh Priority #: Locality's priority # to receive revenue sharing funding Route # & Road Name: Please give both
State Project Number: If already assigned UPC #: If already assigned
Description of Work/Scope: _____
Does this project enhance accommodations for pedestrians and bicyclists? yes/no
From: _____
To: _____
Length: (miles) _____ Planned Construction Ad/Start Date: _____
Is this project in another locality? yes/no
If yes, please identify locality and reason for request: _____

PROJECT ESTIMATES

<u>* Estimated Eligible VDOT</u>	<u>** Estimated Eligible LOCALITY</u>	<u>*** TOTAL Estimated Project</u>
<u>Project Expenses:</u>	<u>Project Expenses:</u>	<u>Expenses:</u>
PE _____	PE _____	PE _____
RW _____	RW _____	RW _____
CN _____	CN _____	CN _____
Total _____	Total _____	Total _____

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** Estimated Eligible VDOT Project Expenses – Even if project is administered by locality, VDOT will have costs on every project for SERP, inspection, plan review and other type services. Please coordinate with our Residency Administrator or Urban Program Manager to determine these costs. These costs should be included in the Total Estimated Project Costs.*

*** Estimated Eligible LOCALITY Project Expenses – Please include estimate for work even if locality does not want reimbursement for the particular phase.*

**** Total Estimated Project Costs – These estimates should include all work even if locality is not requesting reimbursement for phase. Should also include all VDOT costs.*

LOCALLY ADMINISTERED – Please complete if project will be locally administered

<u>Locally Administered?</u>	<u>Requesting to be reimbursed?</u>
PE yes/no	PE yes/no
RW yes/no	RW yes/no
CN yes/no	CN yes/no

PROJECT FINANCIAL INFORMATION

Revenue Sharing Funds Requested (State) for FY 07 _____
Matching Revenue Sharing Funds Provided (Locality) FY 07 _____
Unmatched Funds from Locality for FY07 _____
Other State / Federal Funds _____ (list amount and type of funds – CMAQ, Urban, Secondary, etc.)
Has this project received Revenue Sharing Funds before? yes/no

PROGRAM EVALUATION CRITERIA (Tiers)

Tier One – is locality giving more than \$1. million for a \$1 million request? yes/no
Tier Two – is this project locally administered? yes/no Only yes if all phases will be locally administered
Tier Three – is this an existing project with an established advertisement date that will be advanced? yes/no
Current ad date _____ New ad date _____
Tier Four – this project does not meet any of the above priorities? yes/no

COMMENTS

Submitted by: _____	Reviewed by: _____
Please sign here & date _____	Please sign here & date _____
Locality Official / Date _____	Residency Admin / Urban Program Manager / Date _____

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Appendix E – SAMPLE RESOLUTION

SAMPLE RESOLUTION

At a regularly scheduled meeting of the [City/Town Council] of [name of locality (or, if applicable) (name of county) and “County Board of Supervisors”] held on [month & day], 20____, on a motion by [name of Council or Board member], seconded by [name of Council or Board member], the following resolution was adopted by a vote of [#] to [#]:

WHEREAS, the [County or City/Town Council] of [name of locality] desires to submit an application for an allocation of funds of up to [total locality amount] through the Virginia Department of Transportation Fiscal Year 20xx-20xx, Revenue Sharing Program; and,

WHEREAS, [total locality amount] of these funds are requested to fund [description of work], [termini]; and,

NOW, THEREFORE, BE IT RESOLVED THAT: The [City/Town Council] of [name of locality] (or, if applicable) name of county) and “County Board of Supervisors”] hereby support this application for an allocation of [total locality amount] through the Virginia Department of Transportation Revenue Sharing Program.

ADOPTED this [day] day of [month year].

A COPY ATTEST

[name] [title]

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Appendix F - IMPLEMENTATION PROCESSES (MOVED FROM SECTION VI)

VDOT Administered Projects

1. VDOT's Local Assistance Division authorizes the Fiscal Division to reserve the State Matching funds for the approved specific projects. These monies are placed in a special VDOT account for this purpose.
2. Either the Fiscal Division bills the locality or the appropriate VDOT manager requests payment from the locality for its share of the estimated cost of work to be performed; the money is collected prior to the beginning of work in accordance with the current billing procedures.
3. After the project is completed, the Fiscal Division makes final billing to the locality for its share of the actual costs incurred, in excess of those provided in Step 2. If the locality's share of the actual cost is less than the estimated cost, the difference may, if desired by the locality, be refunded to the locality or reassigned to another Revenue Sharing project.

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Locally Administered Projects

1. The Appropriate VDOT Manager prepares the request to administer form for locally administered projects. The form must be signed by the responsible local official and appropriate VDOT Manager and then approved by VDOT's Chief Engineer.
2. VDOT will then draft the locality/state agreement, that governs the performance of work administered by the locality. The agreement must be executed by the locality and VDOT prior to incurring any cost to be financed from the Revenue Sharing Program. VDOT has published a Guide for Local Administration of VDOT projects that provides general guidance for locally administered projects. This guide is available on the Local Assistance Division webpage on the VDOT website.
3. Once the project begins, a project level invoice, accompanied by supporting documentation, should be submitted to the VDOT Project Coordinator no more frequent than monthly. The supporting documentation should include copies of invoices paid by the locality and a to-date project summary schedule, tracking payment requests and any adjustments. In lieu of copies of invoices paid by the locality, a one-page summary of what documentation the locality has on file may be used, provided that the locality's Director of Finance or similar position signs it. After all work is completed the Locality makes a final billing to VDOT for its share of the actual eligible costs incurred. If the actual cost is less than that provided by the agreement, the difference may be reassigned to another Revenue Sharing project in the locality, or, if the locality desires, refunded to the VDOT Revenue Sharing account.

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Appendix G - VDOT RESIDENCIES BY COUNTY

VIRGINIA DEPARTMENT OF TRANSPORTATION

RESIDENCY OFFICES

<u>COUNTY</u>	<u>DISTRICT</u>	<u>RESIDENCY</u>	<u>PHONE NUMBER</u>
<u>Accomack</u>	<u>Hampton Roads</u>	<u>ACCOMAC</u>	<u>(757) 787-1550</u>
<u>Albemarle</u>	<u>Culpeper</u>	<u>CHARLOTTESVILLE</u>	<u>(434) 293-0011</u>
<u>Alleghany</u>	<u>Staunton</u>	<u>LEXINGTON</u>	<u>(540) 463-3108</u>
<u>Amelia</u>	<u>Richmond</u>	<u>AMELIA</u>	<u>(804) 561-2411</u>
<u>Amherst</u>	<u>Lynchburg</u>	<u>AMHERST</u>	<u>(434) 946-7631</u>
<u>Appomattox</u>	<u>Lynchburg</u>	<u>APPOMATTOX</u>	<u>(434) 947-2167</u>
<u>Arlington</u>	<u>Northern Virginia</u>	<u>FAIRFAX</u>	<u>(703) 383-2433</u>
<u>Augusta</u>	<u>Staunton</u>	<u>VERONA</u>	<u>(540) 332-8989</u>
<u>Bath</u>	<u>Staunton</u>	<u>LEXINGTON</u>	<u>(540) 463-3108</u>
<u>Bedford</u>	<u>Salem</u>	<u>BEDFORD</u>	<u>(540) 586-7910</u>
<u>Bland</u>	<u>Bristol</u>	<u>TAZEWELL</u>	<u>(276) 988-2566</u>
<u>Botetourt</u>	<u>Salem</u>	<u>SALEM</u>	<u>(540) 387-5488</u>
<u>Brunswick</u>	<u>Richmond</u>	<u>SOUTH HILL</u>	<u>(434) 774-2300</u>
<u>Buchanan</u>	<u>Bristol</u>	<u>LEBANON</u>	<u>(276) 889-7600</u>
<u>Buckingham</u>	<u>Lynchburg</u>	<u>DILLWYN</u>	<u>(434) 983-2017</u>
<u>Campbell</u>	<u>Lynchburg</u>	<u>APPOMATTOX</u>	<u>(434) 947-2167</u>
<u>Caroline</u>	<u>Fredericksburg</u>	<u>BOWLING GREEN</u>	<u>(804) 633-5091</u>
<u>Carroll</u>	<u>Salem</u>	<u>HILLSVILLE</u>	<u>(276) 728-2813</u>
<u>Charles City</u>	<u>Richmond</u>	<u>SANDSTON</u>	<u>(804) 328-3044</u>
<u>Charlotte</u>	<u>Lynchburg</u>	<u>HALIFAX</u>	<u>(434) 476-6342</u>
<u>Chesterfield</u>	<u>Richmond</u>	<u>CHESTERFIELD</u>	<u>(804) 674-2800</u>
<u>Clarke</u>	<u>Staunton</u>	<u>LURAY</u>	<u>(804) 743-6585</u>
<u>Craig</u>	<u>Salem</u>	<u>SALEM</u>	<u>(540) 387-5488</u>
<u>Culpeper</u>	<u>Culpeper</u>	<u>CULPEPER</u>	<u>(540) 829-7616</u>
<u>Cumberland</u>	<u>Lynchburg</u>	<u>DILLWYN</u>	<u>(434) 983-2017</u>
<u>Dickenson</u>	<u>Bristol</u>	<u>WISE</u>	<u>(276) 328-9331</u>
<u>Dinwiddie</u>	<u>Richmond</u>	<u>PETERSBURG</u>	<u>(804) 863-4000</u>
<u>Essex</u>	<u>Fredericksburg</u>	<u>BOWLING GREEN</u>	<u>(804) 633-5091</u>
<u>Fairfax</u>	<u>Northern Virginia</u>	<u>FAIRFAX</u>	<u>(703) 383-2433</u>
<u>Fauquier</u>	<u>Culpeper</u>	<u>WARRENTON</u>	<u>(540) 347-6441</u>
<u>Floyd</u>	<u>Salem</u>	<u>HILLSVILLE</u>	<u>(276) 728-2813</u>
<u>Fluvanna</u>	<u>Culpeper</u>	<u>LOUISA</u>	<u>(540) 967-3710</u>
<u>Franklin</u>	<u>Salem</u>	<u>ROCKY MOUNT</u>	<u>(540) 483-7200</u>
<u>Frederick</u>	<u>Staunton</u>	<u>EDINBURG</u>	<u>(540) 984-5600</u>
<u>Giles</u>	<u>Salem</u>	<u>CHRISTIANSBURG</u>	<u>(540) 381-7200</u>
<u>Gloucester</u>	<u>Fredericksburg</u>	<u>SALUDA</u>	<u>(804) 758-2321</u>
<u>Goochland</u>	<u>Richmond</u>	<u>ASHLAND</u>	<u>(804) 752-5511</u>
<u>Grayson</u>	<u>Bristol</u>	<u>WYTHEVILLE</u>	<u>(276) 228-2153</u>
<u>Greene</u>	<u>Culpeper</u>	<u>CHARLOTTESVILLE</u>	<u>(434) 293-0011</u>
<u>Greensville</u>	<u>Hampton Roads</u>	<u>FRANKLIN</u>	<u>(757) 562-3194</u>

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<u>COUNTY</u>	<u>DISTRICT</u>	<u>RESIDENCY</u>	<u>PHONE NUMBER</u>
<u>Halifax</u>	<u>Lynchburg</u>	<u>HALIFAX</u>	(434) 476-6342
<u>Hanover</u>	<u>Richmond</u>	<u>ASHLAND</u>	(804) 752-5511
<u>Henrico</u>	<u>Richmond</u>	<u>SANDSTON</u>	(804) 328-3044
<u>Henry</u>	<u>Salem</u>	<u>MARTINSVILLE</u>	(276) 629-2581
<u>Highland</u>	<u>Staunton</u>	<u>VERONA</u>	(540) 332-8989
<u>Isle of Wight</u>	<u>Hampton Roads</u>	<u>WAVERLY</u>	(757) 925-2261
<u>James City</u>	<u>Hampton Roads</u>	<u>WILLIAMSBURG</u>	(757) 253-4832
<u>King & Queen</u>	<u>Fredericksburg</u>	<u>SALUDA</u>	(804) 758-2321
<u>King George</u>	<u>Fredericksburg</u>	<u>FREDERICKSBURG</u>	(540) 899-4447
<u>King William</u>	<u>Fredericksburg</u>	<u>BOWLING GREEN</u>	(804) 633-5091
<u>Lancaster</u>	<u>Fredericksburg</u>	<u>NORTHERN NECK</u>	(804) 333-3696
<u>Lee</u>	<u>Bristol</u>	<u>JONESVILLE</u>	(276) 346-1911
<u>Loudoun</u>	<u>Northern Virginia</u>	<u>LEESBURG</u>	(703) 737-2000
<u>Louisa</u>	<u>Culpeper</u>	<u>LOUISA</u>	(540) 967-3710
<u>Lunenburg</u>	<u>Richmond</u>	<u>AMELIA</u>	(804) 561-2411
<u>Madison</u>	<u>Culpeper</u>	<u>CULPEPER</u>	(540) 829-7616
<u>Mathews</u>	<u>Fredericksburg</u>	<u>SALUDA</u>	(804) 758-2321
<u>Mecklenburg</u>	<u>Richmond</u>	<u>SOUTH HILL</u>	(434) 774-2300
<u>Middlesex</u>	<u>Fredericksburg</u>	<u>SALUDA</u>	(804) 758-2321
<u>Montgomery</u>	<u>Salem</u>	<u>CHRISTIANSBURG</u>	(540) 381-7200
<u>Nelson</u>	<u>Lynchburg</u>	<u>AMHERST</u>	(434) 946-7631
<u>New Kent</u>	<u>Richmond</u>	<u>SANDSTON</u>	(804) 328-3044
<u>Northampton</u>	<u>Hampton Roads</u>	<u>ACCOMAC</u>	(757) 787-1550
<u>Northumberland</u>	<u>Fredericksburg</u>	<u>NORTHERN NECK</u>	(804) 333-3696
<u>Nottoway</u>	<u>Richmond</u>	<u>AMELIA</u>	(804) 561-2411
<u>Orange</u>	<u>Culpeper</u>	<u>CULPEPER</u>	(540) 829-7616
<u>Page</u>	<u>Staunton</u>	<u>LURAY</u>	(540) 743-6585
<u>Patrick</u>	<u>Salem</u>	<u>MARTINSVILLE</u>	(276) 629-2581
<u>Pittsylvania</u>	<u>Lynchburg</u>	<u>CHATHAM</u>	(434) 432-7214
<u>Powhatan</u>	<u>Richmond</u>	<u>CHESTERFIELD</u>	(804) 674-2800
<u>Prince Edward</u>	<u>Lynchburg</u>	<u>DILLWYN</u>	(434) 983-2017
<u>Prince George</u>	<u>Richmond</u>	<u>PETERSBURG</u>	(804) 863-4000
<u>Prince William</u>	<u>Northern Virginia</u>	<u>MANASSAS</u>	(703) 366-1935
<u>Pulaski</u>	<u>Salem</u>	<u>CHRISTIANSBURG</u>	(540) 381-7200
<u>Rappahannock</u>	<u>Culpeper</u>	<u>WARRENTON</u>	(540) 347-6441
<u>Richmond</u>	<u>Fredericksburg</u>	<u>NORTHERN NECK</u>	(804) 333-3696
<u>Roanoke</u>	<u>Salem</u>	<u>SALEM</u>	(540) 387-5488
<u>Rockbridge</u>	<u>Staunton</u>	<u>LEXINGTON</u>	(540) 463-3108
<u>Rockingham</u>	<u>Staunton</u>	<u>HARRISONBURG</u>	(540) 434-2586
<u>Russell</u>	<u>Bristol</u>	<u>LEBANON</u>	(276) 889-7600
<u>Scott</u>	<u>Bristol</u>	<u>JONESVILLE</u>	(276) 346-1911
<u>Shenandoah</u>	<u>Staunton</u>	<u>EDINBURG</u>	(540) 984-5600
<u>Smyth</u>	<u>Bristol</u>	<u>ABINGDON</u>	(276) 676-5503
<u>Southampton</u>	<u>Hampton Roads</u>	<u>FRANKLIN</u>	(757) 562-3194

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<u>COUNTY</u>	<u>DISTRICT</u>	<u>RESIDENCY</u>	<u>PHONE NUMBER</u>
<u>Spotsylvania</u>	<u>Fredericksburg</u>	<u>FREDERICKSBURG</u>	<u>(540) 899-4447</u>
<u>Stafford</u>	<u>Fredericksburg</u>	<u>FREDERICKSBURG</u>	<u>(540) 899-4447</u>
<u>Surry</u>	<u>Hampton Roads</u>	<u>WAVERLY</u>	<u>(804) 524-8427</u>
<u>Sussex</u>	<u>Hampton Roads</u>	<u>WAVERLY</u>	<u>(804) 524-8427</u>
<u>Tazewell</u>	<u>Bristol</u>	<u>TAZEWELL</u>	<u>(276) 988-2566</u>
<u>Warren</u>	<u>Staunton</u>	<u>LURAY</u>	<u>(540) 743-6585</u>
<u>Washington</u>	<u>Bristol</u>	<u>ABINGDON</u>	<u>(276) 676-5503</u>
<u>Westmoreland</u>	<u>Fredericksburg</u>	<u>NORTHERN NECK</u>	<u>(804) 333-3696</u>
<u>Wise</u>	<u>Bristol</u>	<u>WISE</u>	<u>(276) 328-9331</u>
<u>Wythe</u>	<u>Bristol</u>	<u>WYTHEVILLE</u>	<u>(276) 228-2153</u>
<u>York</u>	<u>Hampton Roads</u>	<u>WILLIAMSBURG</u>	<u>(757) 253-4832</u>

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Appendix H - URBAN PROGRAM MANAGER ASSIGNMENTS

Urban City/Town Assignments

09/21/2005

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Mun.Code

Dic Burke (703) 383-2431

100 [Alexandria](#)
 212 [Dumfries](#)
 151 [Fairfax](#)
 110 [Falls Church](#)
 235 [Herndon](#)
 253 [Leesburg](#)
 155 [Manassas](#)
 152 [Manassas Park](#)
 286 [Purcellville](#)
 153 [Vienna](#)

Marvin R. Tart, Sr. (804)524-6290

166 [Ashland](#)
 142 [Blackstone](#)
 186 [Chase City](#)
 106 [Colonial Heights](#)
 111 [Fredericksburg](#)
 116 [Hopewell](#)
 123 [Petersburg](#)
 127 [Richmond](#)
 301 [South Hill](#)

Todd Halacy (757) 925-2513

131 [Chesapeake \(Steven Rowan\)](#)
 190 [Chincoteague \(Kristin Mazur\)](#)
 109 [Emporia \(Kristin Mazur\)](#)
 145 [Franklin \(Kristin Mazur\)](#)
 114 [Hampton \(Bruce Duvall\)](#)
 121 [Newport News \(Bruce Duvall\)](#)
 122 [Norfolk \(Kristin Mazur\)](#)
 147 [Poquoson \(Bruce Duvall\)](#)
 124 [Portsmouth \(Kristin Mazur\)](#)
 300 [Smithfield \(Kristin Mazur\)](#)
 133 [Suffolk \(Kristin Mazur\)](#)
 134 [Virginia Beach \(Steven Rowan\)](#)
 137 [Williamsburg \(Bruce Duvall\)](#)

E. Mark White (804) 786-3438

140 [Abingdon](#)
 101 [Big Stone Gap](#)
 143 [Bluefield](#)
 102 [Bristol](#)
 252 [Lebanon](#)
 119 [Marion](#)
 146 [Norton](#)
 148 [Richlands](#)
 295 [Saltville](#)
 158 [Tazewell](#)
 329 [Wise](#)
 139 [Wytheville](#)

Leo Rutledge (804) 786-2586

162 [Altavista](#) 279 [Pearisburg](#)
 141 [Bedford](#) 125 [Pulaski](#)
 150 [Blacksburg](#) 126 [Radford](#)
 104 [Charlottesville](#) 128 [Roanoke](#)
 [Rocky](#)
 154 [Christiansburg](#) 157 [Mount](#)
 204 [Culpepper](#) 129 [Salem](#)
 [South](#)
 108 [Danville](#) 130 [Boston](#)
 144 [Farmville](#) 149 [Vinton](#)
 113 [Galax](#) 156 [Warrenton](#)
 118 [Lynchburg](#)
 120 [Martinsville](#)
 266 [Narrows](#)
 275 [Orange](#)

Jerry Van Lear (540) 332-9030

103 [Buena Vista](#) 138 [Winchester](#)
 176 [Bridgewater](#) 330 [Woodstock](#)
 105 [Clifton Forge](#)
 107 [Covington](#)
 216 [Elkton](#)
 112 [Front Royal](#)
 228 [Grottoes](#)
 115 [Harrisonburg](#)
 117 [Lexington](#)
 159 [Luray](#)
 132 [Staunton](#)
 306 [Strasburg](#)
 136 [Waynesboro](#)

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Resident Engineer or local Preliminary Engineering Manager		
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The Revenue Sharing Program was initially intended to provide funding for relatively small, immediately needed improvements. Over time, use of the funding from the program has grown to include larger improvements that require funding over several years. When the Department is administering a project, no improvement receiving funding over several years and not		
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should be advertised until the final expected year of funding because of the discretionary nature of county participation in the program		
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SECTION 33.1-75.1 OF THE CODE OF VIRGINIA

Special funds for systems in certain counties

A. From, and as a first priority of, annual allocations of state funds for the maintenance, improvement, construction, or reconstruction of the systems of state highways, the Commonwealth Transportation Board shall make an equivalent matching allocation to any county for designations by the governing body of up to twenty-five percent or \$500,000, whichever is greater, of funds received by it during the current fiscal year pursuant to the State and Local Fiscal Assistance Act of 1972, hereinafter referred to as "revenue sharing funds," for use by the Commonwealth Transportation Board to construct, maintain or improve the primary and secondary highway systems within such county. Such funds appropriated by the Commonwealth Transportation Board and such federal revenue sharing funds shall be placed in special fund accounts of the Board and county, respectively, both to be known as the "..... County primary and secondary road fund," and shall be used solely for the purposes of either (i) maintaining, improving or constructing the primary and secondary highway systems within such county, or (ii) bringing subdivision streets, used as such prior to July 1, 1990, up to standards sufficient to qualify them for inclusion in the state primary and secondary system of highways. The governing body may place an equivalent amount from county general funds in such fund in lieu of such federal revenue sharing funds. After due consultation and exchange of recommendations with the Board, the governing body of such county shall determine what portion of such funds shall be used for construction, and what portion for maintenance or improvement, of primary and secondary roads in such county. That portion so designated by the governing body for construction shall be allocated to specific projects by the Board; that portion designated by the governing body for maintenance or improvement shall be allocated to specific roads by the governing body. The county shall pay over to the Board that amount of its special fund account needed for a project upon notice by the Board of its intent to proceed with the project. Projects identified by the board of supervisors for construction with revenue sharing funds need not be included in the county's six-year plan.

B. Upon indication by the resident engineer of a county that a project or projects funded pursuant to subsection A of this section cannot be implemented by the Department of Transportation within the fiscal year for which such revenue sharing funds have been allocated, the Department may contract with the county for the implementation of the project or projects by the county. Such contract may cover either a single project or may provide for the county's implementation of several projects during the fiscal year. Upon approval by the Department, the county may expend from its special fund created under subsection A of this section funds to undertake the implementation of a particular project or projects. The county will undertake implementation of the particular project or projects by obtaining the necessary permits from the Department of Transportation in order to ensure that the improvement is consistent with the Department's standards for such improvements.

C. Total state funds allocated statewide under this section shall not exceed \$10 million in any one fiscal year.

D. Notwithstanding the limitations specified in subsection A of this section, one month prior to the end of any fiscal year in which less than \$10 million has been allocated from state funds under this section, those counties requesting more than \$500,000 may be allowed an additional allocation. The difference between the amount first allocated and \$10 million shall be allocated at

the discretion of the Commonwealth Transportation Board among the counties receiving the maximum allocation under subsection A of this section.

(1974, c. 543; 1976, c. 208; 1977, c. 221; 1979, cc. 88, 89; 1980, c. 405; 1983, c. 343; 1984, c. 467; 1985, c. 574; 1987, c. 440; 1988, cc. 31, 84, 562; 1990, c. 561; 1991, c. 250; 1993, c. 71; 1995, c. 416; 1998, cc. 330, 340; 2001, c. 95.)